

Membership Balance Plan

ENVIRONMENTAL PROTECTION AGENCY

1. FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

Children's Health Protection Advisory Committee

2. AUTHORITY

Identify the authority for establishing the FAC

Agency Authority, Deputy Administrator approval document.

3. MISSION/FUNCTION

Describe the mission/function of the FAC

CHPAC is a policy-oriented committee that will provide policy advice, information and recommendations to assist EPA in the development of regulations, guidance and policies to address children's health. Its first objective is to provide policy advice and recommendations regarding policy issues associated with regulations, economics, and outreach/communications to address prevention of adverse health effects to children, and improve the breadth and depth of analyses related to these efforts. Its second objective is to provide critical policy and technical issues relating to children's health.

4. POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories*
- (b) consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

CHPAC will be composed of approximately 18-24 members who will serve as Representatives of non-Federal interests, Regular Government Employees (RGE), or Special Government Employees (SGEs). Representative members are selected to represent the points of view held by specific organizations, associations, or classes of individuals. In selecting members, EPA will consider candidates from Federal, State, local and Tribal governments, the regulated community, public interest groups, health care organizations and academic institutions. Membership balance is not static and stakeholder categories relevant to the mission/function of the CHPAC may change over time, depending on the work of the CHPAC.

5. OTHER BALANCE FACTORS

List any other factors EPA identifies as important in achieving a balanced FAC

Geographic location may be considered.

6. CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance.

The summary should:

- (a) describe the process*
- (b) identify EPA key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by EPA*
- (d) state the membership term limit of FAC members, if applicable*

Approximately 8 months prior to expiration of committee members' terms the Designated Federal Official (DFO) meets with EPA's Office of Diversity, Advisory Committee Management and Outreach (ODACMO) to discuss the outreach plan, establish a timeline, and other issues concerning the membership package. After approval of the outreach plan the DFO conducts outreach for new members in accordance with the plan. The DFO solicits representative candidate names through a Federal Register notice and from Federal, State, local and Tribal governments, the regulated community, public interest groups, health care organizations and academic institutions.

After a review of the pool of nominees, a determination is made to consider whether additional outreach is needed. The DFO develops a draft grid of nominees, including at least one additional candidate for each point of view for the function the committee is to perform.

A balance review of the proposed membership is then conducted by ODACMO and the Office of General Counsel FACA Attorney. Different levels of EPA managers then review the draft package for questions or comments before the final package is prepared.

Formal letters of invitation to serve on the CHPAC will be extended by the Administrator or Deputy Administrator of EPA. This cycle will be repeated for any occurring vacancies. CHPAC members are usually appointed for a two or three-year term. Generally, members may be reappointed for a total of 6 years.

7. SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

EPA plans to use the process that is used to determine advisory committee member balance for the parent (Tier 1) Federal advisory committee for any Tier 2 subcommittee(s) that may be created.

8. OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

9. DATE PREPARED/UPDATED

May 21, 2015